

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: TRAINING CALENDAR PROCESS CHANGE

This is to announce a change in procedure regarding the [Training Calendar](#) published by the Workforce Investment Division (WID). Previously, the WID updated the Training Calendar on a monthly basis to provide information on the training events offered by Capacity Building Unit, the Department of Labor Employment and Training Administration, and the California Workforce Association.

However, this resulted in several classes or events that were scheduled short-term that were omitted from the Training Calendar. In order to improve customer service and provide more timely information, the [Training Calendar](#) will now be updated each week, generally every Wednesday to reflect the latest information on-line. This weekly on-line update will replace the monthly information bulletin announcing the training calendar.

If you wish to attend a session shown on the Training Calendar, please call the "host" contact person listed. The "host" contact person will process your reservation for that session based on space availability. Please note that most of the training sessions listed are filled to capacity and space is generally limited.

For general inquiries about the Training Calendar, please contact the Capacity Building Unit at (916) 657-2146.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division